



State of Tennessee
Department of Children's Services

Administrative Policies and Procedures: 16.21

Subject:	DCS and Contract Agency Employees as Resource Parents
Authority:	TCA 37-5-106
Standards:	DCS 2-103 A, 2-104 A, 2-305, 6-502 A, 6-503 A, 6-505 B

Policy Statement:

Department of Children's Services (DCS) and contract agency employees may apply to become resource parents, however if approved, they will be allowed placements that do not create a conflict of interest. Employee applicants must complete all the requirements outlined in [DCS Policy 16.4, Dual Approval Process for Resource Parents](#), and must maintain a separation of their role as a resource parent and a DCS or contract agency employee.

Purpose:

DCS has an obligation to build a pool of approved resource homes. The department recognizes it may have viable placement resources within the ranks of its staff or contract providers and does not wish to reduce its pool of potential candidates by excluding staff members who wish to extend their service to children/youth and at the same time must provide safeguards to prevent conflicts of interest. The department believes that individuals working in the child welfare system tend to have a particular interest in serving children and families and encourages employees to apply.

Procedures:

A. Application and family case management	<ol style="list-style-type: none">1. If a DCS employee wishes to apply to become a resource parent, the Regional Administrator/designee, where the employee works must make the following decisions, to ensure that all permanency goals will be supported without bias:<ol style="list-style-type: none">a) What county the employee may submit their application,b) Where the applicant may attend PATH training,c) Who will write the employee's home study, andd) Who will maintain the employee's study and supervise their home, if approved.2. Regional Administrators/designees will make collaborative decisions in cases where the more than one region may be involved (i.e., a potential applicant works in one region and lives in another or Single county regions need the support of another region's county office etc.).3. If a contract agency employee wishes to apply to become a resource parent, the Director of Foster Care and Adoption, in coordination with the Regional Administrator/designee and contract agency director where the employee works, will make the aforementioned decisions.
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	<ol style="list-style-type: none"> 4. Written approval, with the appropriate signatures and a plan outlining the above must be submitted with form <u>CS-0411, Application for Parenting</u>, and placed in the applicant's resource home case file.
B. Training and approval requirements of employee resource parent applicants	<ol style="list-style-type: none"> 1. Any DCS or contract agency employee that applies to become a resource parent must meet all the requirements and attend all training as outlined in <u>DCS Policy 16.4, Dual Approval Process for Resource Parents</u>. 2. The person identified at the time of application, will conduct the PATH classes and write the home study of the DCS or contract agency employee. 3. A DCS or contract agency employee who is serving as a resource parent must maintain a separation of their role as a resource parent and an employee and manage the responsibilities of both roles.
C. Documentation	<ol style="list-style-type: none"> 1. The applicant's family case file will be opened upon receipt of the application. 2. DCS or contract agency employee resource parent family case files must include form <u>CS-0666, DCS and Contract Agency Employee Application Authorization</u>, which outlines the items listed in section A of this policy. 3. The assigned writer must make an assessment of the potential employee applicant's ability to separate and define their various roles in the foster child's life. This assessment information will be written into the home study narrative.
D. Permitted placement types	<ol style="list-style-type: none"> 1. After approval, DCS or contract agency employee resource will be allowed the following placement types parents without additional authorization: <ol style="list-style-type: none"> a) A child related to the family, b) A child in Full DCS Guardianship or c) A child who has been previously placed in the home. 2. Any other placement types will require written approval of the Director of Foster Care and Adoption/designee and the Regional Administrator/designee or contract agency director. These specialized placement requests must come with a written explanation of the situation and the relationship of the child and the potential placement resource. 3. Employees who are approved as resource parents will be allowed placements that do not create a conflict of interest. 4. If a child is placed with an employee resource parent and the child is from the same county where the employee resource parent works, the child's case must be managed in another county.

E. Resource home maintenance	<ol style="list-style-type: none">1. Once approved, the home will be managed in the manner outlined in the authorization agreement.2. In order to remain an approved placement resource, the employee resource parent must meet all the requirements and training outlined in DCS Policy 16.8, Responsibilities of Approved Resource Parents and In-Service Training.3. DCS employees, who serve as resource parents, will be allowed to attend foster parent training without taking annual leave or compensatory leave, however a stipend cannot be paid. This flexibility does not extend to perform other resource parent responsibilities. (i.e., medical, school, CFTMs, FCRB, etc.).4. DCS employees serving as resource parents may submit a claim for mileage to attend a resource parent training. If the training is offered for employees and resource parents, the claim must only be filed in the capacity in which the training was attended, <u>either</u> as a resource parent <u>or</u> a DCS employee.
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Forms:	CS- 0411 - Application for Parenting CS- 0666 - DCS and Contract Agency Employee Application Authorization
Collateral Documents:	None